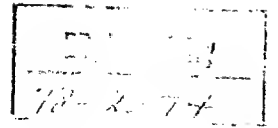




CHAIRMAN

UNITED STATES CIVIL SERVICE COMMISSION
Approved For Release 2001/07/12 : CIA-RDP81-00142R000300100001-0
WASHINGTON, D.C. 20415

MAY 31 1978



Honorable Stansfield Turner
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Admiral Turner:

I want to take this opportunity to bring you up to date on the status of the Presidential Management Intern Program and to request your personal attention to a few key aspects of its implementation. The President and I are appreciative of the support you have given the Program. We consider it among the first of many steps to improve public management in the Federal Service.

Agency requests for interns greatly exceeded the number of positions authorized in Executive Order 12008, signed last August 25 by the President. Several of your key agency managers served on screening panels that helped select the finalists. The referral and placement process is moving toward completion. By all indications, it has worked well.

As the President noted in his memorandum to you of September 1, 1977, the Program is designed to bring into government each year 250 of the highest caliber individuals from among those receiving graduate degrees in the field of public management. The fact that these people elected to be trained in public management is a measure of their commitment to public service careers.

To fully benefit from the abilities and commitments these individuals bring to the Federal Service, your personal interest and involvement in the following activities will be appreciated:

- Program guidance calls for mentors to be designated for each intern. These high level career management officials should meet periodically with the intern, the agency's program coordinator and the intern's supervisor to discuss and guide the intern's professional growth. I will be asking you to take a personal interest in the designation of these individuals this summer.
- A distinguishing feature of the intern program will be its career development and counseling component. Throughout their 2-year internships, interns will attend special seminars and workshops designed to assist them in applying their knowledge of public management theory to the demands of government decisionmaking. The program will begin with a 3-day orientation in Washington, D.C., July 12-14, which all interns

are expected to attend. Subsequent programs will be conducted in the Washington, D.C. area and regional locations. Agencies will be responsible for the costs associated with the full education and counseling program. We estimate the cost will be \$1,200 per intern per year. I know I can count on you and your managers to provide assignments and developmental opportunities that will form the basis for rewarding and productive public service careers.

- This new program also provides some unique opportunities to evaluate selection methods, intern development approaches, performance evaluation methods, and the relevance of public management curricula to Federal careers. As we develop our broad evaluation strategy, we may wish to call on you for some assistance.

I would like to ask you to make sure that your agency has adequate procedures to ensure that the performance of each intern is carefully evaluated.

Our combined evaluation efforts should provide the basis for effective planning for next year's Program. Later this year, we will be contacting you concerning a preliminary hiring estimate for next year.

On behalf of the President, I encourage you to become personally involved in assuring that the goals of the Program are achieved. The Presidential Management Intern Program is one of the first accomplishments of this Administration to strengthen and improve the Federal personnel system.

Sincerely yours,



Alan K. Campbell

UNCLASSIFIED

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EXECUTIVE SECRETARIAT

Routing Slip

DD/A Registry
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Remarks:

6. For appropriate
action

STATINTL

Executive Secretary

6/2/78

Date

3637 (6-77)

D/O P 6/6/78



CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

12 DEC 1977

DD/A Registry
File 04771-12

The Honorable Alan K. Campbell
Chairman, Civil Service Commission
U.S. Civil Service Commission
Washington, D.C. 20415

Dear Mr. Chairman:

This is in response to your memorandum of 18 November 1977 concerning participation in the new Presidential Management Intern Program established by Executive Order 12008.

We are pleased to report that we plan to employ one intern next year. We would appreciate receiving nominations as soon as possible since the person selected will have to meet our security and other applicant processing standards.

The intern will be assigned to a position in our Headquarters area and will not be utilized in any field assignments during the first two years. This is a general practice for us since we do not assign individuals overseas without sufficient formal and on-the-job training. At the present time, we anticipate assigning the intern to the Directorate for Administration, which is concerned with overall support to our other organizational entities. Initially, his first assignment may be for a period of one year in our Office of Finance followed perhaps by a staff assignment under the jurisdiction of a senior official in the immediate office of the Deputy Director for Administration.

STATINTL [REDACTED] Chief, Staff Personnel Division, will serve as the Agency coordinator for the program. He may be reached on 351-3800.

We appreciate the opportunity to participate in this worthwhile program.

Sincerely,

[REDACTED]
Acting Director of Personnel

STATINTL

Distribution:

Orig - Addressee
1 - EO/ADDA 1 - Executive Secretary
1 - DD/Pers/R&P
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Approved For Release 2001/07/12 : CIA-RDP81-00142R000300100001-0

EA-D/Pers [REDACTED] :ri (1 Dec 77)

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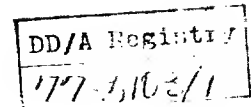


UNITED STATES CIVIL SERVICE COMMISSION
Approved For Release 2001/07/12 : CIA-RDP81-00142R000300100001-0
WASHINGTON, D.C. 20415

77-2236/2

CHAIRMAN

November 18, 1977



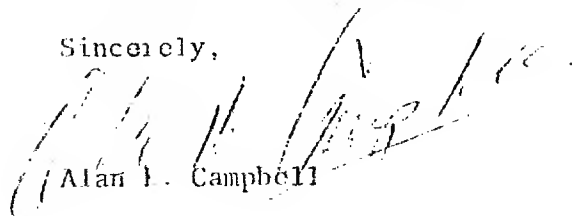
MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

In his September 1 memorandum to you President Carter asked for full agency participation in the new Presidential Management Intern Program established by Executive Order 12008. On September 15, I wrote to you seeking your support for the Program. In my September 15 memorandum, I asked that you make a preliminary estimate of the number of interns your agency expects to hire next year; the types of positions in which interns will be placed; and the expected distribution between headquarters and the field. At that time I also requested that you designate a key official in your agency to serve as a coordinator for the Program. This person would work with the Commission on the completion of Program procedures; on the designation of representatives from your agency to serve on regional screening panels; and on the referral of candidates to positions in your agency. Attached are copies of these two earlier memoranda.

This information was requested by October 10, 1977. However, we have not yet heard from your agency.

It is important to the success of the Program that we have your full support and participation. President Carter has indicated his high hopes for this Program. I would, therefore, like to have from you by no later than December 8, the requested information on your agency's plan to participate in the Presidential Management Intern Program.

Sincerely,


Alan L. Campbell

Attachments

17 3725

DD/A Registry
File *Michael*

DD/A Registry
77-5702

14 SEP 1977

MEMORANDUM FOR: Director of Central Intelligence

FROM : Michael J. Malanick
Acting Deputy Director
for Administration

SUBJECT : Presidential Management Intern Program

REFERENCE : Memo for Heads of Departments and
Agencies from President Jimmy Carter
dtd 1 Sep 77, same subject

77-5702/1

1. Action Requested: That you approve this Agency participating in the Presidential Management Intern Program.

2. Background: On 25 August President Carter, in a ceremony in the Rose Garden, expressed his interest in bringing into Government graduates of the public management programs and establishing a Presidential Management Intern Program. On 1 September he signed a memorandum for Heads of Departments and Agencies which further emphasized his interest in the Program and the fact that he expects all Heads of Departments and Agencies to participate. As you can see from the attached memoranda, candidates will be nominated by their deans this fall, with the finalists being chosen in early 1978. All interns should be on the job by 1 July 1978.

3. Staff Position: I have discussed this Program with the Director of Personnel, and we are both in agreement that this Agency should participate. The President's message is very clear, and I believe that we can appropriately use one or two of these interns every year. The Director of Personnel will keep on top of the details with the Civil Service Commission and establish a mechanism for selecting candidates who are interested in and can make a contribution to the Agency.

4. Recommendation: It is recommended that you approve the Agency participating in the Presidential Management Intern Program.

/s/ Michael J. Malanick

Michael J. Malanick

APPROVED: /s/ Stansfield Turner

20 SEP 1977

Date

DISAPPROVED: _____

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1 - DCI

1 - Acting DDCI

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Originator:

Director of Personnel

20 SEP 1977

STATINTL OD/Pers/ [REDACTED] :jmm (13 Sep 77)

THE WHITE HOUSE
WASHINGTON

PERS 77-2489

September 1, 1977

MEMORANDUM FOR HEADS OF
DEPARTMENTS AND AGENCIES

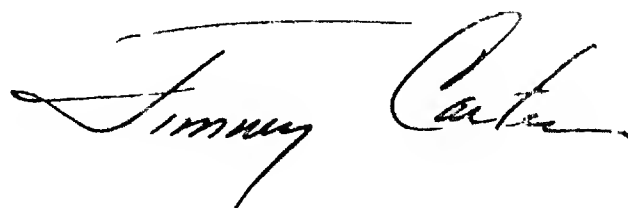
Please take a moment of your time to read the attached Executive Order. It creates a new and important program that affects all of you.

Each of the 250 Presidential Management Interns who are to be appointed annually by the Civil Service Commission will have specialized in public management at graduate school. After successfully serving two years as interns, they can continue in the career civil service. They are going to be a valuable source of new ideas and insights.

I expect all of you to participate in this program, giving these recent graduates challenging and rewarding assignments throughout your organization, in your headquarters as well as your field offices. The program will not succeed unless you help.

The first candidates will be nominated by their Deans this fall. Finalists will be chosen in early 1978. In the spring, the interns will begin arriving in the agencies, and all of them should be on the job by July 1. The program will have a strong affirmative action component, and in addition, state and local governments will be told about it so that they can participate later.

I have asked Chairman Campbell of the Civil Service Commission to send you more details, and to keep me informed about how the program is progressing. As you know, I want very much to improve the management of the Federal government, and this program is a useful step in that direction.



OFFICE OF THE WHITE HOUSE PRESS SECRETARY

THE WHITE HOUSE

REMARKS OF THE PRESIDENT
AT
SIGNING CEREMONY FOR EXECUTIVE ORDER
ON
PRESIDENTIAL MANAGEMENT INTERN PROGRAM

THE ROSE GARDEN

10:00 A.M. EDT

THE PRESIDENT: About a year ago at Syracuse University I espoused a proposal that had been made earlier by others, including Elmer Staats, to begin a Presidential Management Intern Program, bringing into our Government graduates of the public management programs.

We now have about 20,000 graduate students in public management in about 150 universities and colleges. I am sure we will have intense competition for these jobs in Government. Many of the people in the audience today in the educational institutions have been involved in the preparation of the program which I will initiate today by signing an executive order.

But equally important are the administrators of our Government agencies who are also in the audience, who will find very valuable, I am sure, these interns who will come in to serve for two years.

There won't be a special allotment of funds for this program. The bills are there and the normal budget processes will prevail, but we will have a chance to bring into our Government the finest graduates of our business management schools.

I think it is accurate to point out that those who serve in management positions in our Government now are also of superb quality, deeply dedicated, highly competent professionals in every way.

Quite often they are not adequately recognized, and I think it is accurate to say that these new interns in the program will undoubtedly be highly publicized, will help to reassure the American public about the high quality of all those who serve professionally in our Government itself.

I am very proud of this program. We will have about 250 men and women brought into the Government every year. They will serve for two years; we will have a maximum of 500 at any one time. And they will be offered a job at a good salary. At the conclusion of the two-year period, they can decide to stay permanently in the Government, or not -- we hope that many of them will -- and they will have the advantage of knowing Government at its finest.

Page 2

I think that in the future it is likely we will expand this program. Alan Campbell is already working on some possible improvements to it. One might be a cooperative program for graduate students who are still in college, whereby they might work part-time in government and receive credit from the government and from the university both for this experimental work.

We have high hopes that this will meet all of our objectives and that it will be successful in every way. I think one other ancillary benefit will be that we can more directly tap the tremendous reservoir of innovation, education, experiment, advice and counsel that exists within our higher educational institutions that are not often used by government. And I think the intern program itself, because it has to be a shared program, will help to tie together much more closely our educational institutions and the government on a continuing basis.

I think at the same time the benefits will flow to the universities, because as a common assessment of the experiences of these interns is examined by government and the universities, I think the teaching institutions will then see some of the latest problems and achievements and challenges of the government itself.

So for many reasons, I think this is one of the finest programs that I have had a part in, and I believe that all those assembled here today will insure the success of their efforts.

I would particularly like to express my thanks to Alan Campbell, who heads the Civil Service Commission, and who has been instrumental in bringing together these ideas. And it is with the greatest pleasure that I, as President of our country, sign an Executive Order to implement the President's Management Intern Program for the first time in the United States Government. (Applause) It will also be nice to have 250 other interns to join us newcomers to government. (Laughter)

MR. CAMPBELL: I believe the President has said it all. Those of us gathered here today are those who can make this program a success. I hope very much all of us will make every effort to do that. I can assure you you will have the full cooperation of the Civil Service Commission, both the chairman and the other commissioners who are here with us today. It is, I believe, the first step -- small, nonetheless significant -- in our effort to totally revitalize the personnel system of the Federal Government.

Mr. President, you have the appreciation of all of us.

END (AT 10:06 A.M. EDT)

Office of the White House Press Secretary

THE WHITE HOUSE

EXECUTIVE ORDER

PRESIDENTIAL MANAGEMENT INTERN PROGRAM

By virtue of the authority vested in me by Sections 3301 and 3302 of Title 5 of the United States Code, Section 301 of Title 3 of the United States Code, and as President of the United States of America, it is hereby ordered as follows:

Section 1. There is hereby established the Presidential Management Intern Program, hereafter referred to as the Program, the purpose of which is to attract to Federal service men and women of exceptional management potential who have received special training in planning and managing public programs and policies.

Sec. 2. Outstanding individuals who have pursued a course of study oriented toward public management at a graduate-level educational institution and who, at the time of application, have recently received or will shortly receive an appropriate advanced degree, are eligible to apply for participation in the Program.

Sec. 3. The United States Civil Service Commission, hereafter referred to as the Commission, shall develop appropriate procedures for the recruitment, screening, and selection of applicants possessing the qualifications described in Section 2 of this order. In developing these procedures, the Commission shall be guided by the following principles and policies:

(a) The number of interns participating in the Program shall at no time exceed five hundred.

(b) Final selection of interns shall be made by the head of the department, agency, or component within the Executive Office of the President in which the intern is to be employed, or by the designee thereof.

(c) The procedures so developed shall provide for such affirmative action as the Commission deems appropriate to assure equal employment opportunity.

(d) To the extent permitted by law, the Commission is authorized to enter into appropriate cooperative arrangements with State and local officials and appropriate private institutions for recruitment and screening of candidates for the Program.

Sec. 4. Upon selection, candidates shall be appointed as interns to positions in Schedule A of the excepted service for a period not to exceed two years. Their tenure shall be governed by the following principles and policies:

2

(a) Interns shall be assigned responsibilities consistent with their public management backgrounds and the purposes of this Program.

(b) Continuation in the Program shall be contingent upon satisfactory performance by the interns throughout the internship period.

(c) Except as provided in subsection (d) of this Section, service as interns shall confer no rights to further Federal employment in either the competitive or excepted service upon expiration of the two-year internship period.

(d) Interns may be granted competitive civil service status if they satisfactorily complete their two-year internships and meet all other requirements prescribed by the Commission.

Sec. 5. The Commission shall prescribe such regulations as may be necessary to carry out the purposes of this order.

JIMMY CARTER

THE WHITE HOUSE,

August 25, 1977.

♦ ♦ ♦ ♦ ♦

FOR IMMEDIATE RELEASE

AUGUST 25, 1977

Office of the White House Press Secretary

THE WHITE HOUSE

The President today signed an executive order establishing a Presidential Management Intern Program which will provide two-year federal internships for up to 250 persons each year.

Competition will be limited to students who have recently received or will receive an advanced degree in public management. Students must be nominated by their universities.

The program's objective is to attract committed young men and women who are well trained in public management to the federal service.

While internship appointments will not be permanent, they may be converted to career appointments after two years of service. Participants will be appointed at grade GS-9 of the General Schedule, which currently pays \$14,097 per year. No more than 500 may be enrolled at any given time.

The program is not expected to increase the size of the federal work force. Rather, it offers a new means for program managers to increase their intake of promising new employees who are specifically trained in public management.

The program will be administered by the U.S. Civil Service Commission, which will develop and issue policies for nominating, screening, and selecting participants. First participants will be those receiving master's or doctoral degrees in 1978.

Civil Service Commission Chairman Alan K. Campbell said the Commission will rely heavily on the recommendations of deans and faculty of graduate schools of public affairs and public administration, as well as their counterparts in business schools that offer public management programs.

He also stressed that affirmative action will be an important aspect of the program, and stated: "We will take every possible step to insure that this program will represent an important and new avenue for well-qualified minorities and women to have an opportunity to demonstrate their potential for future managerial posts in government."

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DDA Registry

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Personnel

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